

SF 52 –AGR TOUR REASSIGNMENT

➤ **Part A:**

- Block 1 – AGR TOUR REASSIGNMENT
- Block 3 – *POC Name and Phone Number*
- Block 4 – *Proposed Effective date (Position must be vacant to reassign a soldier)*
- Block 5 – Action Requested by– *1st line supervisor – name,title,phone,email*
- Block 6 – Action Authorized by – *same as block 5 – include electronic signature*

➤ **Part B:**

- Block 1- Name of soldier being reassigned
- Block 2 – SSN of soldier being reassigned
- Block 3 – Effective date of reassignment
- Block 7 – Current position of soldier (Unit, Street Address, Position Title, UIC, Para/Lin)
- Block 15 – Position moving to (Unit, Street Address, Position Title, UIC, Para/Lin)

➤ **Part D:**

- Required Remarks by Requesting Office –
- Report to – (Unit info to include UIC/Para/Lin)
- Assigned to – (Unit info to include UIC/Para/Lin)
- Purpose for reassignment without PCS
- Duty Title
- ETS of Soldier being reassigned
- Security Clearance (Secret/Top Secret etc)
- Date Last Physical of individual being moved
- PEBD
- DMOS/PMOS
- Special Pay authorized
- **Part F:** Include with your request the following documents
- Army UMR page soldier is leaving
- Army UMR page soldier is moving to
- Army Current PQR
- Army Current ERB/ORB
- Army NEW DA 5960 (duty location must match new orders)
- Air include UMD Position information Airman is moving from
- Air include UMD Position information Airman is moving to

Questions: Contact 1SG Fredette – 225-1327; kandy.l.fredette.mil@mail.mil

Or MSgt Poplar – 225-1331; Kristine.m.poplar.mil@mail.mil